



## POSITION DESCRIPTION

**POSITION:** SERGEANT  
**DEPARTMENT:** POLICE  
**DIVISION:** OPERATIONS  
**REPORTS TO:** LIEUTENANT

**CIVIL SERVICE:** YES  
**FLSA EXEMPT:** NO  
**UNION:** N/A  
**PAY GRADE:** PS

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### FUNCTION:

Performs under direction; to lead and participate in the work of police officers engaged in general patrol or specialized police work in the field or station; and to do related work as required, within departmental SOP's rules and regulations, and the State Code of Iowa.

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### SUPERVISES:

Police Officers-operations  
Community Service Officers

### EQUIPMENT USED:

Firearms, radios, radar unit, camera, recorders, fingerprint equipment, computer, police weapons. See division inventory list for detail.

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### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assists in assigning and supervising the work of police officers engaged in patrolling the community.
- Assists patrol officers in responding to calls, instructing of proper procedures, and advising of law enforcement problems.
- Reviews reports prepared by subordinates for completeness and accuracy.
- Reviews and approves work schedules, time off requests, and overtime.
- Supervises and participates in investigations of violations of federal, state, and local laws.
- Provides first line supervision and direction to police officers in the field or the station and performs performance evaluations on officers under their supervision.
- Reads all daily logs, incident reports, and arrest reports to familiarize self with activities of previous shifts.
- Patrols city in car to identify violations of the law, act as a deterrent to crime, and to provide assistance as needed.
- Responds to radio messages or other instructions and appears at scenes of emergencies, disorders or crimes.
- Perform uniform and equipment inspections.
- Coordinates state mandated alcohol and tobacco checks.
- Assists the public by responding to inquiries, listening to complaints, or referring to appropriate personnel.
- Collects and preserves evidence.
- Apprehends and arrests law violators.
- Interrogates witnesses and prisoners.
- Appears in court to present evidence and give testimony.

- Assists in preparing complaints and warrants.
  - Performs public relations duties by giving presentations to groups as requested.
  - Monitors criminal activity and determines need to conduct offensive investigations.
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#### **ENTRY REQUIREMENTS AND SKILLS:**

Two years of college (minimum of 60 semester hours), preferably law enforcement or criminal justice related, and three years experience as patrol officer with the Ankeny Police Department. Knowledge of criminal law, investigation and crime prevention methods; ability to deploy personnel effectively and advise on technical police problems of investigation and arrest; ability to analyze law enforcement problems and to adopt effective programs for action; ability to prepare accurate and comprehensive reports; ability to operate a motor vehicle safely and efficiently; ability to establish and maintain effective working relationships with other officers and the public; ability to plan, direct, and coordinate the work of subordinate police personnel as required.

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#### **REQUIRED SPECIAL QUALIFICATIONS:**

- Shall be able to maintain a valid motor vehicle operator's license issued by the State of Iowa.
  - Shall be able to maintain an Iowa Professional Permit to carry weapons.
  - Skill in the use and care of firearms.
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#### **WORKING CONDITIONS:**

- Working conditions may include extended periods outdoors in adverse weather conditions.
  - May be exposed to hazardous or unpleasant conditions.
  - Responds on a twenty-four hour basis.
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#### **PHYSICAL REQUIREMENTS:**

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.